

Maryland Port Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2293
Reporting Agency		Prepare in Duplicate
<i>Crane / Maintenance</i>		Retain one (1) copy and forward original to address on left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
2	1/99-12/99 01/00 PM's & DP's						
3	PM's & WORK 1/00 ORDERS 12/00						

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. *Alan Violant*

I hereby certify that the records listed above were disposed of as indicated.

Alisha Jackson
Signature

Driver
Title

8/3/12
Date

Alisha Jackson

Office Clerk I

8/3/12